



Ryan White Title I HIV Health Services Planning Council

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PLANNING COUNCIL MEETING MINUTES

Thursday, March 11, 2004
4:00 p.m. to 6:00 p.m.
Maricopa Medical Center
2601 E. Roosevelt Street

Approved

The following provides a written summary of the minutes recorded. To listen to the official recorded minutes, contact Planning Council Support. The tape(s) will be provided for review.

MEMBERS, GUESTS and STAFF

Roccio Averson	Damon Gunn	Eric Moore	Cheri Tomlinson
Erica Avery	Brenda Hope	Julie Mystrom	Cynthia Trottier
Michelle Barker	J. T. Howard	Pat Nemchik	Clarence Tucker
Kimberly Bickes	Barr Jenkins	Rosie Nuñez	Harriet Turney
Lorraine Brown	Mark Kezios	Stephen O'Dell	Sue Van Camp
Donna Bryant	Helen Lanche	Annette Quintana	S. Douglas Walter
Jean Cox	Nova Lawson	Tara Radke	Jonathan Weisbuch
Denise Diefenbach	Terri Leija	Bertha Sintillo	Carol Williams
Debby Elliott	Jen Leitch	Larry Stähli	
Orlando Escobar	Gregg Levendoski	Arcelious Stephens	
Randall Furrow	Kevin McNeal	Keith Thompson	

Absent:

Elizabeth Ashby (ex)	Lucio De La Rosa (ex)	Robert Horton (ex)	Reginald Robinson (ex)
Bob Bailly (ex)	Yadira De La Rosa (ex)	Laura Kroger (ap)	John Sapero (ex)
Robert Bartlett Sr. (ex)	Larry Fisher (ex)	Michael Mangen	Louie Tapia (ap)
Freda Black	Deborah Frusciano (ap)	John Murray (ex)	John Wynant (ex)
Marti Cutler (ap)	Keith Hendricks	James Reed	

(ex = excused absence, ap = absent, alternate present)

WELCOME AND INTRODUCTIONS

Donna Bryant called the meeting to order. Planning Council members and designated alternates who had not taken the Maricopa County Oath of Office were directed to Terri Leija and Pat Nemchik. Terri and Pat were on hand to assist in getting the County Oaths completed and notarized.

Members, guest, and staff introduced themselves.

DETERMINATION OF QUORUM AND REVIEW OF SUMMARY MINUTES

Donna determined that quorum was present.

Summary minutes from the meeting held on February 12, 2004 were reviewed. Jonathan Weisbuch motioned to approve the minutes as drafted. Mark Kezios seconded the motion. OUTCOME: The motion passed with 18 in favor and one abstention.

ADMINISTRATIVE UPDATE

Kevin McNeal gave the following update:

- The notice of award for the 2004/2005-grant year has been received.
- Contracts for the current grant year are in process.

Donna confirmed that the flat funding service values were used for contracting purposes. Kevin verified that the process is going along smoothly.

Donna also confirmed that the amount of the grant award is \$6,817,424, which is a slight decrease from the amount awarded last year. The Allocations Committee will present allocations recommendations later during this meeting.

CHAIR UPDATE

Donna Bryant reported the following:

- Welcome to all the newly appointed Planning Council members.
- Cynthia Trottier was recognized for stepping up to a leadership role, and for her outstanding contributions to the Planning Council. Cynthia received the "We Care, I Care" award for 2003.
- At the Planning Council Retreat, participants brainstormed to develop some components for the 2004 Needs Assessment. For those who did not attend the retreat, there are forms available to submit ideas for the assessment, and to sign up to assist in the process.
- A member of the Maricopa County Public Information Office took several pictures during the Planning Council Retreat. It is requested that anyone captured by the camera sign a form authorizing the Planning Council to use their image. We hope to post some of the photos on the Planning Council website, and to use the images in Planning Council promotional materials.
- At the next Planning Council meeting, Council members and designated alternates will be given copies of their signed, notarized Maricopa County Oath of Office.
- The Arizona African American Health Information System (AAAHIS) has asked that Donna conduct a "Planning Council 101" session on April 29, 2004. The presentation will take place at the AAAHIS offices at 39 E. Jackson Street. More information will be available soon.

COMMUNITY PLANNING GROUP (CPG) UPDATE

Barr Jenkins reported the following:

- The HIV Prevention Community Planning Group (CPG) has selected Ron Eiberger and Larry Fisher to attend the HIV Prevention Leadership Summit, which will be held in Atlanta.
- The Epidemiology Committee will be conducting "Epi 101" training at the meeting in May.
- The Membership Committee is developing outreach methods to reach populations that are underrepresented on the CPG.
- The next meeting will be on May 11, 2004 from 5:00 p.m. to 7:00 p.m. at Trinity Episcopal Cathedral.

PRESENTATION - 2004/2005 ALLOCATIONS FOR SERVICES

Mark Kezios presented the allocations as recommended by the Allocations Committee. A handout of the recommendations was provided to participants. As the presentation progressed, Mark noted that there would now be "wait lists" for some services. It was noted that, despite the difficult decisions that were made, the Committee unanimously approved the allocations.

Larry Stähli motioned to accept the allocations recommended by the Committee. Eric Moore seconded the motion. As part of the discussion regarding the motion, Gregg Levendoski spoke on behalf of the needs of consumers, and the need for the community to work together for the benefit of all.

OUTCOME: The motion passed with 16 in favor, one opposed, and one abstention.

Larry Stähli motioned to accept the Allocations Committee recommendation for the designation of MAI (Minority AIDS Initiative) funds. Debby Elliott seconded the motion.

OUTCOME: The motion passed with 16 in favor, and one abstention.

Mark noted that the Committee also has recommendations regarding service prioritization and the designation of "core and secondary" services. These recommendations will be brought to the Council once the Policies and Procedures for the Committee are reviewed.

A copy of the Allocations handout is included as Attachment A, and a copy of the presentation is included as Attachment B.

PRESENTATION – UPDATE OF THE COMPREHENSIVE PLAN

Donna reported that Dr. Sue Wolf was scheduled to present the Update of the Comprehensive Plan for approval by the Council. Donna noted that she and the Community Planning and Assessment Committee reluctantly request that this agenda item be tabled. The Committee has worked hard to complete this project on a tight time frame, and the contractor has worked diligently to produce a wonderful final deliverable. The Committee approved the final document and was ready to present it to the Council for approval, however, the Administrative Agent voiced concern over minor technical adjustments that need to be made. It was anticipated that the changes recommended by the Administrative Agent would be available before he left for vacation, but the changes will be discussed upon his return. It is important that the Council review and approve the Update to the Comprehensive Plan, as the document is needed for the allocation process. Since the document is approximately 141 pages long, it will not be printed for distribution until it is approved. The contract for the completion of the Update of the Comprehensive Plan has been completed, all deliverables have been met, and payment has been rendered.

Debby Elliott motioned to table the presentation of the Update of the Comprehensive Plan until the April 8, 2004 Planning Council meeting. Larry Stähli seconded the motion.

OUTCOME: The motion passed unanimously.

COMMITTEE UPDATES

Allocations

Mark Kezios noted that the next meeting would be held at HIV Care Directions on Tuesday, April 6, 2004 from 4:00 p.m. to 6:00 p.m.

Community Planning & Assessment

Larry Stähli reported the committee had been working on the Update of the Comprehensive Plan since last July. Everyone did a great job, and we had a wonderful consultant, but the Committee just found out about the technical difficulties. There will be a meeting with the Administrative Agent on Monday to find out what the difficulties are, and there will be a presentation in April.

The Committee is also working on a needs assessment, as discussed at the Retreat. There will be a series of focus groups, and a survey instrument will be developed. The Committee is looking to working with the agencies and the community, and any help given would be great. The next meeting is scheduled for March 23, 2004 from 1:00 p.m. to 3:00 p.m.

Donna asked if the technical changes would mean additional charges from the consultant, and whether the Committee should ask for clarification regarding payment of additional costs. Brenda Hope clarified that the contract for this project has expired, the contractor met all the deliverables, and final payment for this project has been rendered.

Consumer Advocacy

Cynthia Trottier reported that Lucio De La Rosa will be a positive force in Pinal County, and that she will focus on Maricopa County. Cynthia noted that she has attended meetings at Chicanos Por La Causa and AAAHIS (Arizona African American Health Information System), and has provided information about the Planning Council.

The next meeting will be on March 25, 2004, at a location to be determined.

Donna noted that the Consumer Advocacy Committee partners with service agencies that are holding events in the community, in order to spread the word about the Planning Council and Council membership.

Evaluation

Donna noted that Committee Chair Robert Horton has been under the weather, and that the Committee has not met recently. The next meeting is scheduled for March 23, 2004 from 11:30 to 1:00 p.m. at 1845 E. Roosevelt Street. The Committee continues to build the foundation for the cost effectiveness and outcome measures process.

Membership

Larry Stähli reported that the Committee has nominated five members for Planning Council membership. The names will be forwarded to the Board of Supervisors for appointment to the Planning Council.

Donna noted that the process to become a member has several steps and may take awhile. She also noted the importance of members attending Planning Council meetings in order to establish quorum. At least 21 voting members of the Council must be present at Planning Council meetings in order to conduct business.

Rules

Eric Moore noted that in March and September of every year, Council members and designated alternates must complete a "Conflict of Interest" form. Forms were distributed, completed, and collected. It was clarified that consumers who utilize particular services are not considered to have a conflict of interest regarding that service, if the sole relationship is as a client receiving the service. The Committee will discuss the grievance policy, updates to the Bylaws, and other

issues at the next meeting, which is scheduled for March 24, 2004 at the Grunow Building at noon.

CALL TO THE PUBLIC

There were no announcements or calls to the public.

ADJOURN

The meeting adjourned.